



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

October 29, 2014

Josephine Chayee  
2106 Meek Ave  
Des Moines, IA 50311

Dear Child Care Provider,

This letter is in regards to the October 17, 2014 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

***Provider agreed to post all emergency contacts by the phone. Please use the form included in this mailing to assist you with this.***

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

***Provider agreed to post all emergency contacts by the phone. Please use the form included in this mailing to assist you with this.***

☐ 110.5(1)f Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters.

**Items such as furniture and a small mattress used for napping were observed to be surrounding the water heater. Upon suggestion the provider immediately removed the items that were leaning directly against the water heater. The provider agreed to remove all of the items in close proximity with the water heater and furnace to eliminate the fire hazard.**

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

***Provider agreed to create and post emergency disaster plans at the front and back exits of the home. Provider was given sample map and instructed to access the county assessor's website to print off the floor plan of their home. The provider was also advised to practice drills with the children and keep monthly documentation. It is suggested to use the form included in the packet on page 8 to document emergency drills. It is also suggested that this form be placed on a***

**refrigerator or another open space for easy access and reminders. It is important for the children to consistently practice drills so that they know what to do any of that of a true emergency.**

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

**Fire extinguisher was observed to be on the upper level of the home. A second fire extinguisher is needed in the basement level as children play and nap in the basement area. Please ensure that this fire extinguisher is a to a 10 BC rated fire extinguisher. Extinguishers can be purchased at establishments such as Walmart, Menards, and Home Depot.**

☐ 110.5(1)s The provider has completed training in CPR for infants, toddlers, and children. Documentation of current certification is on file.

**The provider CPR training expired in August 2014. The provider reports they are scheduled to retake this course in December 2014. In the event that you need assistance in scheduling a CPR class, please contact Child Care Resource and Referral at 1-800-722-7619.**

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

**Provider was advised to have a written document provided to parents indicating requirements for caring for mildly ill children. Examples would be outlining expectations if a child has a fever or vomiting so that parents know what to expect regarding whether or not their child can attend daycare that day.**

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

**Provider was given health related emergency policy and advised of the need for a written health related emergency policy.**

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

**Provider and household member agreed to obtain documentation of recent physicals or obtain an updated physical if a current document cannot be located. Provider should create an individual file**

***or folder to keep this information in for easy access. Provider was advised that they can use the child care provider physical examination report on pages 33 and 34 of the packet that was provided during the time of the spot check. These forms are good for three years. If an alternate physical is obtained not using these forms they are good for two years.***

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

***Provider has an expired CPR card and reports they are scheduled for a class in December to renew certification.***

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

***Documentation and training was not able to be observed during the spot check. The provider reports being scheduled for training in December 2014. If additional assistance is needed in obtaining trainings contact Child Care Resource & Referral at 1-800-722-7619.***

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

***Documentation and training was not able to be observed during the spot check. The provider reports being scheduled for training in December 2014. If additional assistance is needed in obtaining trainings contact Child Care Resource & Referral at 1-800-722-7619.***

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

***Provider reports having files for the children however, provider gave the files to children's parents to complete necessary forms and had not received the files back to date. A file with some documentation for one of the daycare children was observed during the check. Provider is advised to keep the folders with them at all times and not give this information to the parents. Parents should be given copies of forms to fill out to complete their child's file. Please refer to pages 1, 2,3,***

**and 4 in the packet provided to assist you in completing all the required information for each child's individual file. Listed below are all of the necessary requirements.**

☐ **110.8(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "A"**

☐ **110.8(2) Has three written references which attest to character and ability to provide child care.**

***Please obtain free written references attesting to your childcare abilities. These references can be provided by friends, neighbors, parents, and anyone else who has observed your care of children. Always keep a copy of these references on file.***

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: December 12, 2014.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or [mcrawfo@dhs.state.ia.us](mailto:mcrawfo@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

Melissa Crawford

Social Worker II

*C. Mark Chappelle*

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).